



# JTPA

Number: D95-14 (Rev.1)

Serving the People of California

DIRECTIVE

Date: March 7, 1996

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TO: SERVICE DELIVERY AREA ADMINISTRATORS  
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS  
JTPD PROGRAM OPERATORS  
EDD JOB SERVICE OFFICE MANAGERS  
JTPD STAFF

SUBJECT: PIC/CEO NOTIFICATION

## EXECUTIVE SUMMARY:

### Purpose:

This Directive establishes state- and local-level procedures to ensure that Private Industry Councils (PIC) and Chief Elected Officials (CEO) are properly apprised of the Job Training Partnership Act (JTPA) program performance for their Service Delivery Area (SDA). The JTPA Section 103(a) gives PICs the responsibility, in partnership with the unit or units of general local government within the SDA, to provide policy guidance for, and exercise oversight with respect to, activities under the Job Training Plan for the SDA. The JTPA Section 103(b)(2) further states that the PIC is authorized to provide oversight of the programs conducted under the Job Training Plan in accordance with procedures established by the PIC. In order to carry out this oversight, the PIC shall have access to such information concerning the operations of such programs as necessary. Additionally, the California Unemployment Insurance Code, Section 15023(b) states that the unit of general local government within an SDA will be liable to the Employment Development Department (EDD) for all funds not expended in accordance with the law and shall return all such funds to EDD. The procedures detailed in this Directive will assure that the entities responsible for JTPA oversight and fiscal accountability receive the information necessary to comply with these obligations.

### Scope:

This Directive applies to all SDA Administrative Entities, PICs, and CEOs in California.

### Effective Date:

This Directive is effective immediately.

## REFERENCES:

- JTPA Section 103(a), (b)
- California Unemployment Insurance Code Section 15023(b)
- JTPA Directive D95-14, dated August 31, 1995

- JTPA Information Bulletin B95-42, dated September 25, 1995
- JTPA Information Bulletin B95-73, dated November 9, 1995

### **STATE-IMPOSED REQUIREMENTS:**

This Directive contains some state-imposed requirements. These requirements are indicated by ***bold, italic*** type.

### **FILING INSTRUCTIONS:**

This Directive revises JTPA Directive D95-14, issued August 31, 1995. Retain this Directive until further notice.

### **BACKGROUND:**

The Job Training Partnership Division (JTPD) staff issue a variety of reports, information notices, and written correspondence concerning JTPA program activities and performance. Information concerning performance standards, cost compliance, and funds utilization has historically been sent to SDA Administrators, with the expectation that they will share program results with the PIC Chairperson and CEOs. To ensure that PICs receive these performance results the JTPD issued JTPA Directive D95-14, dated August 31, 1995, which contained procedures for mailing various performance-related reports directly to PICs and CEOs. The Directive called for SDAs, PICs, and CEOs to jointly develop and sign local written notification procedures. After this Directive was distributed, and in response to concerns expressed by many SDAs, the JTPD instituted a 60-day period during which SDAs and other interested parties provided comments on both the notification provisions and on an alternative notification option proposed by the PIC/CEO Notification Work Group. In view of the opinions expressed during the comment period, EDD's Director adopted the Work Group's recommendations.

### **POLICY AND PROCEDURES:**

To ensure that PIC Chairpersons and CEOs receive the information necessary for them to meet their legal requirements for program oversight and fiscal responsibility, JTPD is instituting the following notification procedures. These procedures include actions to be taken by both the SDAs and the state.

#### **A. SDA Procedures**

***The SDAs must describe in their two-year Job Training Plan the locally-approved method for notifying their PICs and CEOs of final performance issues and reports. The notification procedures apply only to final reports on cost compliance, funds utilization, performance standards, final audit determinations, and special audits. To ensure that performance information is discussed in a timely manner, SDA Administrators must notify PICs and CEOs of final performance outcomes within 10 working days of receipt of information from EDD. While SDAs are not required to document other communication efforts, the state encourages SDAs to establish ongoing procedures for notifying PICs and CEOs of performance results and outcomes throughout the program year.***

***At a minimum, notification procedures should include the following information:***

- 1. The method of communication used by the SDA Administrator to inform PICs and CEOs of performance-related issues, including substantiation that communication occurred.***
- 2. Assurances that SDAs will report the above referenced performance-related information to PICs and CEOs within 10 working days after they receive this information from EDD.***

#### **B. State Procedures**

***During the Job Training Plan review process, JTPD staff will review each SDA's written notification procedures for reasonableness and conformance with the notification time frames specified above. Reviewers will determine whether the written procedures are sufficient to ensure that PICs and CEOs are thoroughly briefed on their SDA's performance.***

***The Compliance Review Division (CRD) staff will periodically monitor SDAs, PICs, and CEOs to determine whether the SDAs have been notifying PICs and CEOs of performance-related issues in accordance with their stated notification procedures. Monitoring may be performed onsite, by mail, or by telephone as determined by the CRD. Additionally, the JTPD program managers may review local notification procedures as part of their ongoing technical assistance efforts. An SDA found to be out of compliance with its written notification procedures will be directed to comply with these procedures. Failure to comply may result in the initiation of direct PIC/CEO notification by the state.***

#### **ACTION:**

1. Bring this Directive to the attention of staff, PIC Chairpersons, and CEOs.
2. Develop, or formalize, procedures by which SDAs will brief PIC Chairpersons and CEOs on performance outcomes. Include these in the appropriate section of your Job Training Plan.

#### **INQUIRIES:**

Please direct inquiries about this Directive to your assigned Program Manager or to Georganne Pintar, Manager of the Policy Unit, at (916) 654-7611.

/S/ VICKI J. JOHNSRUD  
Acting Chief